



Public Notice - Vacancy Announcement

RELOCATION EXPENSES WILL NOT BE PAID

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| Vacancy Announcement: | PN-03-EI-10-106 |
| Number of Vacancies: | One |
| Type of Appointment/ Tour of Duty | Career or Career-Conditional Permanent/Full Time |
| Title, Series, & Grade: | Information Technology Specialist (Security), GS-2210-13 |
| Bargaining Unit: | Yes |
| Promotion Potential: | None |
| Salary Range (per annum): | \$69,054 - \$89,744 Per Annum (Salary includes 2003 12.74% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV-St. Mary's County, MD.) |
| Opening Date: | 05/30/2003 |
| Closing Date: | 06/12/2003 |
| Organization Location: | Energy Information Administration (EIA), Office of Information Technology |
| Duty Station: | Washington, D.C. |
| Who May Apply: | All U.S. Citizens |

SUMMARY OF DUTIES AND RESPONSIBILITIES: The incumbent serves as an expert and technical authority to plan, organize and lead projects pertaining to Information Systems Security. Assignments include projects and continuing program responsibilities encompassing a full range of planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration and maintenance of Information Systems Security. Analyzes and determines current and projected security requirements, and designs, develops installs, and implements information systems security measures. Participates in developing plans to meet projected requirements, including confidentiality, integrity and reliability of data systems. Develops means to optimize information systems security to maintain risk at an acceptable level. Analyzes current and projected systems security requirements. Relates aspects of physical and virtual network architecture and infrastructure characteristics to information systems security issues. Evaluates new systems information security technologies and architecture. Develops structure and other attributes to secure new energy information databases. Installs or configures security features in new energy information databases and upgrades and revises security features of existing databases. Performs or monitors testing activities of newly installed systems security software. Provides input to resolution of problems surfaced upon installation and through testing.

Keeps abreast of related new and emerging automation technologies. Analyzes databases and their utilization, and feedback from customers, to ensure utilization consistent with security requirements. Identifies, records, and documents recurring problems and patterns of inadequate performance or failures to meet security requirements, assesses the underlying causes and proposes corrective actions. Performs recurring maintenance operations and functions in compliance with established maintenance plans. Provides training and assistance to systems users. Participates in developing and administering security standards and procedures. Keeps abreast of related new and emerging automation technologies.

QUALIFICATION REQUIREMENTS: An applicant must have one year of specialized experience that is directly related to the duties of this position and possess the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service for the normal line of progression for the occupation. All qualification and legal requirements, including time in grade, must be met within 30 calendar days of the closing date of this announcement

RANKING FACTORS: Applicants who meet the qualification requirements will be further evaluated on the extent, quality, and level of their education, professional and/or related experience and credentials, and according to the degree to which they possess the knowledge, skills, and abilities described in the following factors. **You are encouraged to address these factors as part of your application.** Failure to clearly demonstrate possession of these factors may result in an eligible applicant not being referred for selection.

1. Knowledge of cyber security for networks.
2. Skill in leading analytical projects and studies to determine current and projected cyber security requirements and optimal utilizations of new and emerging cyber security technologies.
3. Ability to plan and to prepare security policies that cover the full range of security issues encountered in a network that includes large databases and a screened subnet.
4. Ability to evaluate cyber security of databases and a screened subnet.
5. Ability to provide technical monitoring of contracts pertaining to cyber security.
6. Ability to negotiate complex, sensitive technical issues with officials of diverse perspectives and views, and of different levels.

BENEFITS:

1. Annual (vacation), court, donor, funeral, military, and sick leave;
2. Group health insurance plans (several to choose from);
3. Group life insurance plan
4. Retirement plan;
5. Thrift savings plan (equivalent to a 401-K plan).

PRIORITY SELECTION: *DOE Headquarters “surplus” and “displaced” employees*, as defined under the Career Transition Assistance Plan (CTAP), *who are duty-stationed at Headquarters within the commuting area*, who apply for and are determined to be well-qualified* may receive selection priority. A position may be filled within a given Headquarters first-tier organization by a non-surplus and non-displaced employee from that organization when there are no eligible surplus and displaced employees within that organization. *Departmental applicants located outside the Headquarters commuting area*, who are eligible and apply under CTAP provisions, and who are determined to be well-qualified may receive selection priority, though other qualified non-surplus and non-displaced Headquarters commuting area employees can be selected. *Former Headquarters commuting area employees* who are eligible under appropriate reemployment priority list (RPL) procedures may receive selection priority; as well as *Current and Former Federal employees* eligible and who apply under the Interagency Career Transition Assistance Plan (ICTAP). **When applying, employees who are eligible under CTAP, RPL, and ICTAP, as applicable, must include a copy of their Certificate of Expected Separation, specific reduction-in-force separation notice, or the separation Notification of Personnel Action (SF-50), which officially documents eligibility for special selection priority.** In those recruiting circumstances where it is possible for employees and former employees eligible under all three programs to apply, the order of referral is CTAP applicants, followed in turn by RPL and ICTAP applicants. Special selection priority is **not** offered in circumstances that would result in a promotion; at the discretion of the agency, pay retention may be offered to Departmental employees who accept downgrades through the CTAP program.

* To be considered **well-qualified** under CTAP and ICTAP, an employee must satisfy the following criteria: (1) meet OPM’s eligibility requirements and basic qualification standards, including experience and, as applicable, requirements relative to positive education and certification, as well as selective placement factors; (2) fully meet the superior level of all ranking factors and; (3) is physically qualified with reasonable accommodation.

** To be eligible for selection under RPL procedures, a former Headquarters commuting area employee must either (1) describe their current qualifications for the position, or (2) submit a narrative statement indicating that he or she has the capacity, adaptability, and

special skills needed to satisfactorily perform the duties of the position within 90 calendar days.

SPECIAL EMPLOYMENT PROGRAMS: VRA eligibles (for positions at grade 11 and below), 30% disabled veterans, people with disabilities, and others may be eligible to apply under various special employment authorities. Preference eligibles and veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply under the provisions of the Veterans Employment Opportunities Act of 1998. Individuals claiming 5-point preference must submit their DD-214; those claiming 10-point preference must submit in addition an SF-15, "Claim for 10-point Veteran Preference," and the proofs stipulated therein. Applicants with disabilities who need reasonable accommodations for any part of the application and hiring process, are asked to notify the personnel representative on 202-586-0283. The decision on granting reasonable accommodations will be on a case-by-case basis. For information on other special employment authorities, please call the above number; TDD users may call (202) 586-6155. VRA eligibles who wish to be considered under both merit promotion and competitive procedures **must submit 2 complete applications**. Current employees eligible for *priority consideration for repromotion* may be considered; employees must furnish a copy of the SF-50 documenting their eligibility for grade and pay retention and must fully meet all ranking factors stipulated in this announcement. **In general: Please identify the announcement and notice number to which you are applying, indicate the special employment authority under which you wish to be considered, and provide all appropriate documentation.**

HOW TO APPLY:

A. No standard application form is required. You may use your own form, Optional Form 612, the old Standard Form 171, a resume or other written format, provided all of the following information is included:

- The announcement number, title and grade(s) of the job for which you are applying;
- Your full name, mailing address with zip code, and day and evening phone numbers with area codes;
- Your social security number and your country of citizenship (all of our jobs require U.S. Citizenship);
- The name, address, city and State of the high school you attended, and the date of your diploma or GED;
- The name, address, city and State of each college/university you attended, your majors at each, the total credits earned at each (indicate whether they were semester or quarters hours), and the type/year of any degrees received and your GPA;
- Information for your paid and nonpaid work experience related to the job you are applying for including; job title address; supervisor's name and phone number, starting and ending dates (month, day and year); hours per week; the salary you received when you began the job and the salary you received when you ended the job. Indicate if we may contact your current supervisor.
- List current job-related training courses (title and year); job-related skills; and job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents).
- Related licenses and professional certifications (current only, i.e., Professional Engineer (submit copy)).

B. The following additional information **MUST** be submitted, if checked (if not checked, information is not required):

- ☐ College transcripts or course listing or P.E. licenses;
- ☒ SF-50 reflecting competitive status; current/last series, grade & step, if current or former federal employee;
- ☒ DD-214 if claiming 5 point veterans preference;
- ☒ Both DD-214 and SF-15 with supporting documentation if claiming 10 point veterans preference.

NOTE: Failure To Submit Required Information/Documents May Result in Non-consideration or a Lower Rating in the Evaluation Process.

This Position Is Also Being Advertised Under Merit Promotion Procedures.

If You wish and are eligible to be considered for both, You must Apply Separately Under Announcement Number 03-EI-10-106 .

C. The following additional information is optional: 1) Written response to the ranking factors and; 2) Applicant Disability Race/National Origin and Sex Identification.

(1) A complete application consists of all forms and information required and/or information you want considered in the evaluation of your application. This includes copies of college transcripts, when required by the vacancy announcement, and a

narrative addressing the ranking factors, if you want this narrative to be considered in the evaluation process. **To be considered, all application materials for this vacancy announcement must be completed and received in the Office of Human Resources Management (HRM) or postmarked by the closing date of this announcement. If postmarked by the closing date, complete applications must be received in HRM within five (5) calendar days of the closing date. Any application packages or related information submitted after the filing period will not be accepted as being on time and extensions to submit application or additional information will not be granted.** In addition, application materials and supporting documentation will remain a part of the specific vacancy announcement file and will not be returned or retrieved to be used in future vacancy announcement applications. **NOTE: Failure to Submit Written Response to Ranking Factors may Result in a lower Rating in the Evaluation Process.**

(2) Attached is DOE Form 1600.7, "Applicant Disability, Race/National Origin and Sex Identification". This data is being collected to plan and evaluate the Department's recruitment of persons with disabilities, minorities and women, and to help ensure that our personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. Submission of this information is voluntary. Failure to provide this information will have no effect on the processing of your application for Federal employment, and individual personnel selections are not made based on this information.

D. Pertinent Information (upon selection, the individual will be required to complete the following documents and/or will be subject to the following conditions of employment) - applicable if checked:

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| <input type="checkbox"/> Report of financial disclosure | <input type="checkbox"/> Participation in the Drug Free Workplace Program |
| <input type="checkbox"/> Drug test prior to appointment | <input type="checkbox"/> Frequent overtime |
| <input checked="" type="checkbox"/> One-year probationary/trial period | <input type="checkbox"/> Frequent travel |
| <input checked="" type="checkbox"/> One-year probationary period may be required for current or former Federal employees with career status after selection from a civil service certificate. | <input checked="" type="checkbox"/> Successful suitability determination |
| <input type="checkbox"/> One-year supervisory/managerial Probationary/trial period | <input checked="" type="checkbox"/> Verification of U.S. Citizenship |
| <input checked="" type="checkbox"/> Obtaining an appropriate DOE security clearance | <input checked="" type="checkbox"/> Pre-Employment background check |
| | <input type="checkbox"/> Selective Service Registration Status |

Submit Application/Resume Materials to:

U.S. Department of Energy
1000 Independence Ave., SW.
ME-532/Room 4E-084
Washington, D.C. 20585
Public Notice #PN-03-EI-10-106

As a result of the mail delays currently being experienced in the Washington, DC Metropolitan Area, **we strongly suggest you use a delivery/courier service or hand deliver your application to ensure it is received by the closing date of the announcement.** Please be advised that applications submitted via the U.S. Postal Service may not be received in a timely manner to be considered. Complete copies of DOE Headquarters Vacancy Announcements may be accessed via the Internet at: <http://chris.inel.gov/jobs/index.cfm?fuseaction> TDD users may call (202) 586-6155. For specific information about this announcement, you may contact a personnel representative at **INSERT YOUR NUMBER HERE**. Vacancy announcements are not available at this telephone number.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONS WITH DISABILITIES, DISABLED VETERANS, WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

The Department of Energy supports the policy of restricting smoking in all Federal facilities. Smoking (cigarettes only) is permitted only in designated smoking areas.